

Application Procedures and Processing Times For Banking Services

Processing time: 25 minutes

Opening a Passbook Savings Account

Supporting Documents:

1. Individual Account: ID card, secondary proof of ID, seal.
2. Non-profit Organization: Registration certificate issued by the relevant authorities or the registration certificate of legal entity, registration number of non-profit organization, ID card and secondary proof of ID of the representative, a sample of authorized signature and the organization seal. The proxy is required to produce ID card, secondary proof of ID, and a letter of authorization.
3. Non-profit Group: Produce a proof of notification to the relevant authority (or letter of approval) or minutes of meeting, ID card and secondary proof of ID of the representative, a sample of authorized signature and the group seal. The proxy is required to produce ID card, secondary proof of ID, and a letter of authorization.

Fill out 2 copies of “Application for postal passbook savings account” and 1 copy of the service agreement.

Processing time: 10 minutes

Replacement issue of account book copies

Supporting Documents:

1. Individual Account: ID card, authorized signature and/or seal.
2. Institution or Group: Produce official documents, authorized signature and seal, and ID card of representative. The proxy is required to produce ID card and a letter of authorization.

Fill out 1 copy of “Application for replacement account book copies”.

Processing time: 8 minutes

Change of authorized signature and/or seal

Supporting Documents:

1. Individual Account: ID card, postal passbook account book, replacement seal.
2. Institution or Group Account: Produce official documents, postal passbook account book, a sample of replacement signature and seal, and ID card of representative. The proxy is required to produce ID card and a letter of Authorization.

Fill out 2 copies of “Application for change of account details”.

Processing time: 3 minutes

Application (Collection) of ATM Card

Supporting Documents:

1. Individual Account: ID card, postal passbook account book, authorized seal.
2. Applying through a proxy: Produce a letter of authorization from the account holder, ID card, authorized signature and/or seal and postal passbook account book of the applicant; ID card, signature and/or seal of the proxy. Application will proceed only if verified by the receiving branch.
(The applicant may collect the ATM card 5 working days following the date of application)

Fill out 1 copy of “Application for ATM card”.

Processing time: 10 minutes

Opening a Time deposit Account

Supporting Documents:

1. Individual: National ID card, secondary proof of ID and specimen seal.
2. Non-profit legal entity: Registration certificate issued by its competent authority, non-profit legal entity tax ID, national ID card, secondary proof of ID, specimen seal of the responsible person and the seal of the entity's title in full.

Fill out 1 copy of "CD Deposit Slip" and the service agreement.

Processing time: 10 minutes

Certificate of Deposit Loan

Supporting Documents:

1. Depositor: National ID card, seal of the archived specimen, and the certificate of deposit.
2. Upper limit of the loans: Up to 90% of the deposit amount shown on the certificate. When borrowing against a certificate that periodically gives out interest, interest payments will cease if the loan amount exceeds 70% of the deposit amount.

Fill out 1 copy of “Certificate of Deposit Loan Application Form”.

Processing time: 8 minutes

Termination of a Time Deposit

Supporting Documents:

1. Depositor: National ID card, seal of the archived specimen, and the certificate of deposit.
2. Agent: A power of attorney from the depositor, depositor's national ID card, seal of the archived specimen, certificate of deposit, as well as the agent's national ID card and seal. The post office shall process the application after verification.

Processing time: 15 minutes

Opening a Postal Giro Account

Supporting Documents: Secondary proof of ID are required (the same for the applicant's agent).

1. Individual: National ID card and specimen seal.
2. Firm: Business license or business registration, specimen seal and national ID card of the responsible person. Agent applying on behalf of the firm shall also submit a power of attorney.
3. Government organization, public school, public corporation or armed service: Application form with its organizational stamp, an official document approving the application and national ID card of the representative. Agent applying on behalf of the entity shall also submit a power of attorney.

Fill out 3 copies of "Postal Giro Account Application Form", 1 copy of "Postal Giro Deposit Slip" and the service agreement.

Processing time: 7 minutes

Outward Remittances to Mainland China

Supporting Documents : Remitter's national ID card, personal signature and/or seal, and cash in New Taiwan Dollars.

Remittance Type : Telegraphic Transfer

Remittance Fee : NT\$500 per transaction

Maximum amount : The limit on each transaction is US\$30,000.

Fill out one copy of "Outward Remittance Application and Exchange Memo".

Processing time: 7 minutes

Inward Remittances from Mainland China

Supporting Documents : Beneficiary's national ID card, personal signature and/or seal, and the advice of inward remittance.

Remittance Type : Telegraphic Transfer

Remittance Fee : NT\$200 per transaction

Fill out one copy of "Inward Remittance Application and Exchange Memo".